



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20210110-0026	TCAR Date	: 10-01-2021
TCAR Status	: APPROVED BY SUPERIOR	Department	: TECHNICIAN TALENT POOL - COOPS
Employee SN	: 10000603	Division	: HUMAN CAPITAL
Employee Name	: MASYHURIL AIDIL PUTRA	Branch	: CILEUNGS
Employee Email	: MASYHURIL.A.PUTRA@TRAKINDO.CO.ID	Cost Center	: 10Z0299HJ

## TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	:	Internal Order Name	:

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
13-01-2021	Air	Jakarta - Palembang	1207192501990001	085156877540		Untuk On the Job Training di Palembang selama 9 bulan

## Cash Detail

Cash Advanced Usage Date : 13-01-2021 to 13-01-2021

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	Untuk makan selama dibandara	IDR	100,000.00
Domestic Travel - Meals	Makan dan minum	IDR	100,000.00
Domestic Travel - Public Transportation	Transportasi dari bandara ke trakindo cabang palembang dengan taxi	IDR	100,000.00

Total IDR : Rp 300,000.00

Total USD : \$ 0.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
00010962	AGUS SETYAWAN	SUPERIOR	agus.setyawan@trakindo.co.id	APPROVED
AP	FINANCE AP	AP	-	WAITING FOR APPROVAL

## File Attachment

Created Date	Created Name	File Name
1/10/2021 11:48:25 AM	MASYHURIL AIDIL PUTRA	Email - Masyhuril Aidil Putra - Outlook.pdf

Cash Advance request. I have read and understand the Company policies regarding the use of cash advance as well as the settlement requirement. I have responsibility to settle this advance **no later than the end of the month of returning from travel** as regulated by the Company policies. I understand that fail in settle this advance will result in rejection in filing another Travel & Cash Advance Request and any other disciplinary actions based on Company policies. Any unsettled advances **will be wholly deducted from my salary** in one time deduction.

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